

S900 Scancopier

USER'S GUIDE



OKI

PREFACE

Every effort has been made to ensure that the information in this document is complete, accurate, and up-to-date. The manufacturer assumes no responsibility for the results of errors beyond its control. The manufacturer also cannot guarantee that changes in software and equipment made by other manufacturers and referred to in this guide will not affect the applicability of the information in it. Mention of software products manufactured by other companies does not necessarily constitute endorsement by the manufacturer.

While all reasonable efforts have been made to make this document as accurate and helpful as possible, we make no warranty of any kind, expressed or implied, as to the accuracy or completeness of the information contained herein.

The most up-to-date drivers and manuals are available from the Oki Europe web site:

<http://www.okieurope.com>

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This product complies with the requirements of the Council Directives 89/336/EEC (EMC) and 73/23/EEC (LVD) as amended where applicable on the approximation of the laws of the member states relating to electromagnetic compatibility and low voltage.

WARNING!

This is a Class A product. In a domestic environment this product may cause radio interference, in which case the user may be required to take adequate measures.

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NOTES, CAUTIONS & WARNINGS

NOTE

A note appears in this manual like this. A note provides additional information to supplement the main text which may help you to use and understand the product.

CAUTION!

A caution appears in this manual like this. A caution provides additional information which, if ignored, may result in equipment malfunction or damage.

WARNING!

A warning appears in this manual like this. A warning provides additional information which, if ignored, may result in a risk of personal injury.

Only use genuine Oki Original consumables to ensure the best quality and performance from your hardware. Non-Oki Original products may damage your printer's performance and invalidate your warranty. Specifications subject to change without notice. All trademarks acknowledged.

ABOUT THIS GUIDE

This guide is intended to help you to get to know your S900 Scancopier, use it for copying and scanning functions, carry out basic maintenance tasks and troubleshoot possible problems that might arise.

It is suggested that you read the chapters in the order in which they are presented to become familiar with the guide's overall content and then use the Contents list and/or Index to access specific sections of interest.

A quick reference guide to copying is provided in Appendix A.

Although your Scancopier is engineer installed, setting up information has been included in Appendix D for reference. This will be of interest if you want to disconnect and relocate your Scancopier, add an optional Automatic Document Feeder (ADF) at a later date or reset your user default values.

Cross reference is made to the Unimessage Pro User's Guide for detailed user information on this application.

INTRODUCTION

Congratulations on your purchase of the S900 Scancopier.

The S900 Scancopier provides you with fast and affordable access to digital color copying by simply connecting it to a compatible color laser printer: OKI C9300 or C9500. It can also be used as a scanner and in conjunction with the Unimessage Pro messaging software.

NOTE

The S900 Scancopier cannot be used with the C9200/C9400 printer.

Please spend a few minutes reading through this User's Guide and the Unimessage Pro User's Guide to ensure the best results with the S900 Scancopier.

SCANCOPIER COMPONENTS

1



2



7



6

5



4

3

1. S900 Scancopier
2. Power cord (UK, Europe)
3. Power Adapter
4. IEEE1394 cable (for printer connection)
5. Utilities & Documentation CD-ROM
6. USB cable for Computer Connection
7. Cross cable (for color profile updating)
8. Engineer's Installation guide (not shown)
9. Safety Instructions (not shown)
10. Firewire card (not shown)

UTILITIES AND DOCUMENTATION CD-ROM CONTENTS

The CD-ROM contains the following software:

- ...❖ Update Tool (Printer Profile Utility): to enable you to update your printer color profiles and firmware (not normally required).
- ...❖ TWAIN Utility: to provide a driver for your S900 Scancopier to enable you to scan documents.
- ...❖ Unimessage Pro Utility: to enable you to carry out a range of functions such as creating and sending messages, e-mailing or faxing scanned documents.
- ...❖ IEEE1394 Utility: to enable the Firewire firmware to be installed in the printer (for Engineer's use only).
- ...❖ Adobe Acrobat Reader: to enable you to install Acrobat Reader (if required) so that you can view and print the user's guide documents listed below.

The CD-ROM contains the following documents in electronic form:

- ...❖ S900 User's Guide
- ...❖ Unimessage Pro User's Guide
- ...❖ Additional Information
- ...❖ Safety Instructions

Full details on how to use the CD-ROM are provided in Appendix D.

SCANCOPIER OVERVIEW

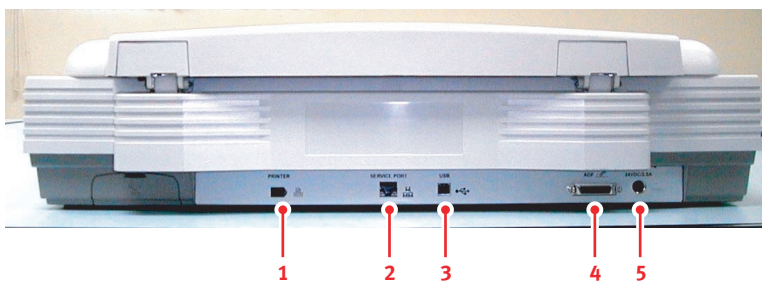
The S900 can be mounted on a table top surface close to your printer or on an optional stand.

FRONT VIEW



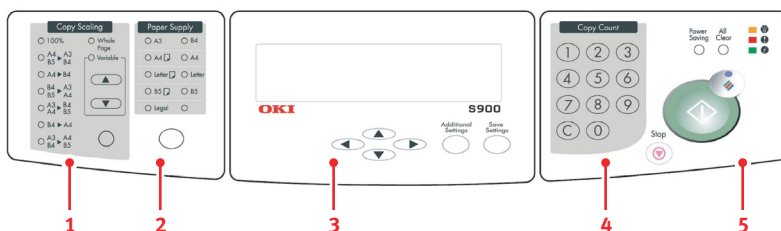
1. Document cover
2. Control panel
3. LCD display

REAR VIEW



1. Printer port
2. Service port
3. USB port
4. Automatic Document Feeder (ADF) (option) port
5. Power jack

CONTROL PANEL

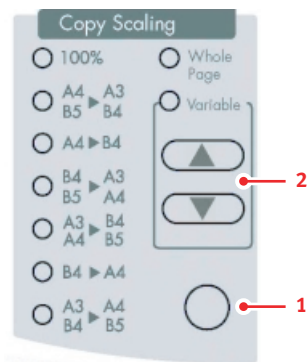


The Control Panel consists of the following sections:

1. Copy Scaling
2. Paper Supply
3. LCD Display, Arrow Keys and Setting buttons
4. Copy Count
5. Copy and other Controls/Indicators

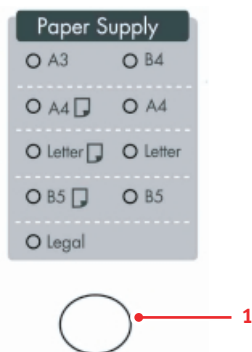
A brief overview of the controls follows. More detailed information is given in subsequent chapters.

1. Copy Scaling



Use the button (1) to select from a range of preset paper size scaling ratios or use the arrow keys (2) to select scaling in 1% increments or decrements from 25% to 400%.

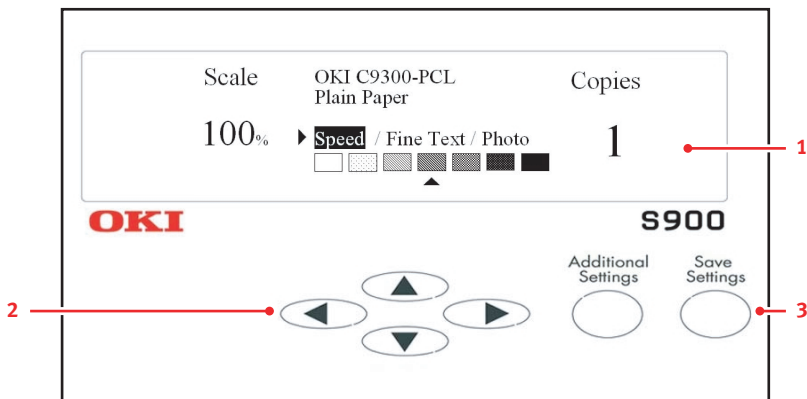
2. Paper Supply



Use the button (1) to select your output paper size. For paper sizes where you have the choice of portrait (tall) or landscape (wide), the paper symbol beside the paper size denotes portrait (tall).

3. LCD display (1), arrow keys (2) and setting buttons (3)

These are used to display the current settings and status information and to select certain modes of operation.

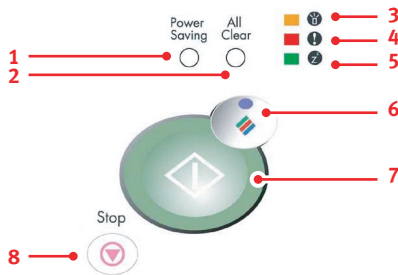


4. Copy Count



Use these buttons to enter your copy count (maximum 99). The button marked “C” allows you to clear an entry.

5. Copy button and other controls/indicators



- (a) Use the button (1) to switch into power saving mode.
- (b) Hold down the button (2) for 5 seconds to clear current (user) settings and return to the factory default settings.
- (c) The indicator LEDs have the following meanings when illuminated:

The Power LED (3) indicates power on and ready status.

The Warning LED (4) indicates an error condition exists.

The Power Saving LED (5) indicates the machine is in power saving mode.

- (d) Use the Stop button (8) to stop the copying process.
- (e) To make copies:

Press the Color button (6) to toggle between color copying (illuminated) and black and white copying (not illuminated) as required.

To make color copies, press the Copy button (7) while the Color button (6) is illuminated.

To make black and white copies, press the Copy button (7) while the Color button (6) is not illuminated.

AUTOMATIC DOCUMENT FEEDER (ADF) COMPONENTS

The S900 Automatic Document Feeder (ADF) is a convenient addition to your S900. With the ADF, you can automatically copy or scan up to 50 pages at a time.

NOTE

The ADF is optional in some countries.



1. ADF Document Cover (shown set up)

USING THE S900 AS A COPIER

The Scancopier has been designed to be easy-to-use. It takes three basic steps to make a copy:

1. Place your document on the glass (flatbed) or in the optional ADF.

2. Enter your copy count.

3. To make copies:

Press the Color button to toggle between color copying (illuminated) and black and white copying (not illuminated). The Scancopier is preset for color copying.

(a) To make color copies, press the Copy button while the Color button is illuminated.

(b) To make black and white copies, press the Copy button while the Color button is not illuminated.

The following sections describe in detail the things you should know about the features of the Scancopier.

LOADING PAPER

You can load the document to be copied either on the glass (flatbed) or into the ADF (Automatic Document Feeder). To copy a multi-page document, load the document into the ADF. The ADF can hold up to 50 pages at one time. If you need to copy pages from books, newspaper clippings, or paper with wrinkles or curls, use the glass.

PAPER SIZE AUTO DETECTION

The S900 has an automatic paper size detection function. When you place the document to be copied either on the glass (flatbed) or in the ADF, the paper size area will indicate the matching paper size with an illuminated LED on the Paper Supply panel. However, the paper sizes which can be detected are limited and differ between the Flatbed and ADF. The detectable paper sizes depend on how **Option 11: Paper Supply** in the Additional Settings menu is set (**Std Paper** or **Alt Paper**). (See Appendix D.)

Refer to the following tables, where LEF indicates Long Edge First and SEF indicates Short Edge First:

Std Paper

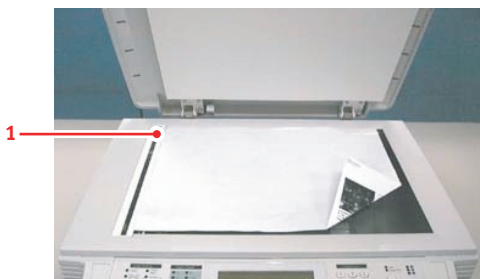
Detectable Paper Size	
Flatbed	A3, A4 (LEF), A4 (SEF)
ADF	A4 (SEF), A4 (LEF), B5 (LEF), B5 (SEF)

Alt Paper

Detectable Paper Size	
Flatbed	A3, A4 (LEF), A4 (SEF)
ADF	A3, A4 (SEF), B4, B5 (SEF)

PLACING A DOCUMENT ON THE GLASS (FLATBED)

1. Open the document cover to reveal the glass.
2. Place your document with the text **FACE DOWN** on the glass and align the top of the document in the upper-left corner (1) of the glass.



3. Close the document cover.

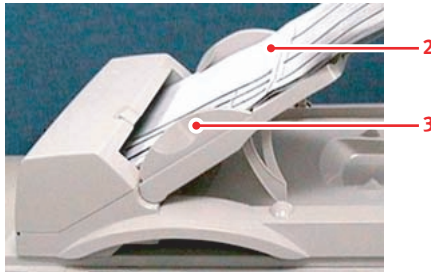
WHEN USING THE OPTIONAL ADF

Before using the ADF, please make sure that your paper meets the following specifications:

- ❖ Documents can range in size from 114 x 139 mm (4.5 by 5.5 inches) to 297 x 420 mm (11.69 by 16.54 inches).
- ❖ Documents can range in weight from 60 to 105 g/m² (16 to 28 lbs).
- ❖ Documents should be square or rectangular and in good condition (not fragile or worn).
- ❖ Documents should be free of curl, wrinkles, tears, wet ink, punch holes or ragged edges.
- ❖ Documents should be free of staples, paper clips, adhesive notes.

PLACING DOCUMENTS IN THE ADF

1. Make sure your document meets the afore-mentioned requirements.
2. If you have multiple pages, fan your document(s) to avoid the occasional paper jam. The ADF can hold up to 50 pages at one time.
3. Place your document(s) (2) with the text FACE UP in the ADF and make sure that the top of the pages is fed in first.



4. Adjust the Paper Guides (3) to centre the document(s) in the ADF.

USING THE COPY FEATURES

The Scancopier provides the following features:

- ...✦ Changing scaling
- ...✦ Setting paper size
- ...✦ Selecting copy mode
- ...✦ Adjusting print density
- ...✦ Increasing copy count

How to use the copy features is outlined on the following pages. (You may wish to refer to the Control Panel illustrations in the section entitled “Scancopier overview”.)

CHANGING SCALING

The Scancopier scale factor is preset to 100%.

From the Copy Scaling panel, you can change the scaling by reducing it to 25% or enlarging it to 400%.

1. Press the up arrow key to enlarge your document in 1 percent increments or press the down arrow key to reduce your document in 1 percent decrements.

or

2. Press the button repeatedly until the LED for your desired preset scaling (e.g. A3 to A4) illuminates.

Your chosen scale factor is displayed in the LCD display.

NOTE

After you have made your copies, the settings you have just made will remain in the LCD display for three minutes. After three minutes, the machine will automatically return to the stand-by display and user default settings.

SETTING PAPER SIZE

NOTE

When you set the output paper size in the Scancopier, paper of that size will be used from the printer.

The Scancopier is preset to A4 portrait.

Use the Paper Supply panel to specify your output paper size.

1. Press the button repeatedly until the LED for your desired paper size illuminates. For paper sizes where you have the choice of portrait (tall) or landscape (wide), the paper symbol beside the paper size denotes portrait (tall).

NOTE

After you have made your copies, the settings you have just made will remain in the LCD display for three minutes. After three minutes, the machine will automatically return to the stand-by display and user default settings.

SELECTING COPY MODE

The Scancopier is preset to the Speed mode.

You can change to Fine Text or Photo depending on the content of the document you are copying to optimise your copy result.

1. Press the up arrow button below the LCD display (if required) to move the cursor to the Speed/FineText/Photo field in the LCD display.
2. Highlight your required setting in the LCD display by using the left or right arrow buttons.

NOTE

After you have made your copies, the settings you have just made will remain in the LCD display for three minutes. After three minutes, the machine will automatically return to the stand-by display and user default settings.

ADJUSTING PRINT DENSITY

The Scancopier is preset to the normal level of print density.

If your original document comes with a lighter or darker contrast, you can improve the copy quality by using the density adjusting feature.

1. Use the down arrow button below the LCD display (if required) to move the cursor down to the Density field.
2. Indicate your required setting in the LCD display by using the left (for lighter) or right (for darker) arrow buttons.

NOTE

After you have made your copies, the settings you have just made will remain in the LCD display for three minutes. After three minutes, the machine will automatically return to the stand-by display and user default settings.

INCREASING COPY COUNT

The Scancopier is preset to 1 copy.

If you wish to increase the number of copies, choose your desired copy count using the Copy Count panel.

1. Enter your desired copy count, using the Clear (“C”) button if required to change the setting. The LCD display shows your copy count (maximum value 99).

NOTE

After you have made your copies, the settings you have just made will remain in the LCD display for three minutes. After three minutes, the machine will automatically return to the stand-by display and user default settings.

USING THE S900 AS A SCANNER

NOTE

When printing scanned images from your computer, the printed output may not look exactly the same as the pages copied directly using the Scancooper copying function. Printed output from your computer depends very much on the software used.

1. Open your scanning application.
2. Pull down the File menu and choose **Select Source**.

If the Select Source command is not available on the File menu, see your application's user's guide to determine how the TWAIN link is used. A dialog box with a list of scanning sources appears.

3. Select S900 /32x.xx

You need to select the source only once, unless you want to choose another scanner.

4. Place the document to be scanned in the ADF (face up) or on the flatbed glass platen (face down).

5. Pull down the File menu and choose **Acquire**.

A dialog box containing scanning features appears.



6. Select the scanning method you want to use on the **Scan Method** drop-down menu.
7. Select the mode you want to use for your scans on the **Image Type** drop-down menu.
8. Select a scanning resolution on the **Resolution** drop-down menu.
9. Select the settings for the scanning features (e.g., **Sharpen**, **Descreen**, etc.) that you want to use.
10. Click on the **Preview** or **Scan** button to preview or scan your document(s).



More details of the above steps follow.

SCAN METHOD



Select how you want to scan on the **Scan Method** drop-down menu.

- ❖ **ADF/Single-page** — use this setting if you are using the automatic document feeder (ADF) to scan a single-page document.
- ❖ **ADF/Multi-page** — use this setting if you are using the automatic document feeder (ADF) to scan batches of single-page documents or multi-page documents at a time.
- ❖ **Flatbed** — use this setting if you are using the flatbed to scan a single page, a photograph or a newspaper clipping.

SELECTING AN IMAGE TYPE



Select the most appropriate image type depending on your application.

BLACK AND WHITE (LINE ART)

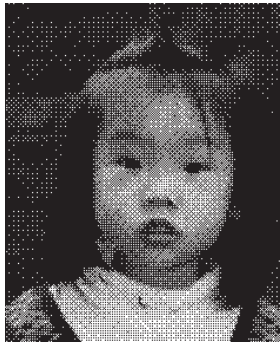


Line Art presents the image in black and white only and there are no intermediate shades of gray in between. This means each pixel* of the image is 100% black or 100% white. Line art is the best choice of image type if you want to scan text, pen or ink drawing. Since only 1-bit of black or white information is required for each pixel, the disk

space required for saving line art images is only about 1/24 of that required to save 24-bit true color images.

*Pixel: A combination of two words: picture and element, a pixel is a single dot on a computer display or in a digital image.

HALFTONE



In addition to the black and white display, Halftone simulates greyscale by using different sizes of dots. When viewed at a distance, the image looks like a gray image yet it consumes much less disk space. Newspapers generally use halftone images. Since halftone is a type of black and white image, the disk space required is 1/24 of that required to save a 24-bit true color image.

8-BIT GRAY



A single-channel image consists of at least 256 shades of gray. An 8-bit scanner produces a greyscale image with 1024 shades of gray between pure black and pure white. Choose this option if you are scanning black and white photographs.

With 8 bits of color information per pixel, the file size of an image is eight times larger than a black and white image and 1/3 the size of a 24-Bit Color image.

24-BIT COLOR



A 24-Bit Color image consists of three 8-bit color channels. The red, green, and blue channels are mixed together to create a combination of one billion colors which give a more true-to-life quality to the image. Choose 24-Bit Color if you are scanning color photos.

DETERMINING YOUR RESOLUTION



Proper control of the resolution obtains satisfactory detail of scanned images. Resolution is measured by dots per inch (dpi). Normally, the higher the resolution the larger the image file size will be, but at higher quality.

Greater resolution requires more time, memory and disk space. There is a limit beyond which the resolution will not produce much visual improvement, but will make your files more unmanageable.



Resolution: Left = 50 dpi

Right = 100 dpi

An A4 size color image scanned at 300 dpi at True Color mode consumes approximately 25 MB of disk space. A higher resolution is recommended only for a small area at True Color mode.

The following table offers a suggestion to help you choose an appropriate resolution.

IMAGE TYPE	RESOLUTION (DPI)
Line Art	200
Color Picture	100
OCR*	300

***OCR:** Stands for **O**ptical **C**haracter **R**ecognition, the process to convert an image to a text format.

ENHANCING YOUR IMAGE

BRIGHTNESS

Adjusts the lightness or darkness of an image. The higher the value, the brighter the image.



CONTRAST

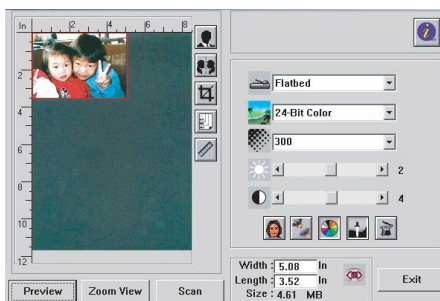
Adjusts the range between the darkest and the lightest shades in the image.

The higher the contrast, the larger the difference between different shades of gray.



ENLARGING THE PREVIEWED IMAGE

Use the Zoom View button to enlarge the previewed image to the full width of the preview window.

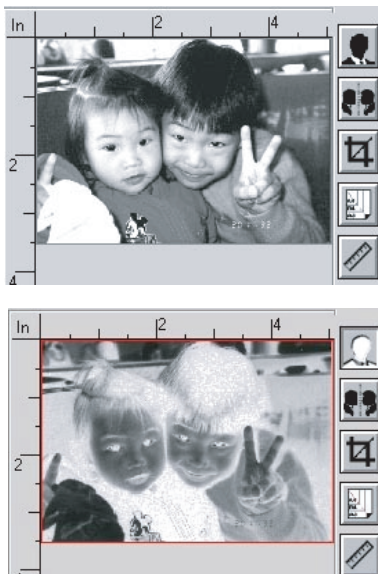


NOTE

Zoom View enlarges only the preview image and does not enlarge the actual image.

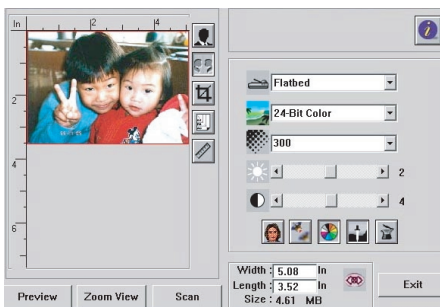
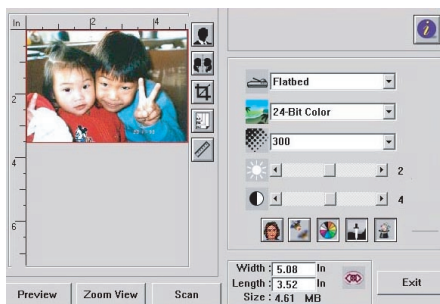
INVERT IMAGE

The invert command reverses the brightness and the color in the image, producing a negative image. For color images, each pixel will be changed into its complementary color with the Invert Image command.



MIRROR

Click on the **Mirror** button to reverse the image (create a mirror image).



AUTO SELECT IMAGE

Clicking on the **Auto Select Image** button automatically sets the whole area as the scan area. You may resize the area by dragging the mouse pointer diagonally.



PAPER SIZE

Select a size on the **Paper Size** list of frequently used scan sizes, or your current scan area to perform an immediate selection of your scan size.



UNITS

The **Units** button indicates the measuring system that is in use (inch, cm, or Pixel) (See **Width** and **Height**).



DESCREEN

Click on the **Descreeen** button to access a drop-down menu that allows you to specify the type of document you are scanning in order to eliminate the moiré pattern* commonly found in printed matter. You can specify *Newspaper*, *Magazine*, or *Catalog*.



*Moiré pattern—an undesirable pattern resulting from the incorrect screen angle of the overprinting halftone.

SHARPEN



Click on the **Sharpen** button to access a drop-down menu that allows you to specify a level to sharpen the scanned image. You can specify a Sharpen setting of *Light*, *More*, *Heavy*, or *Extra Heavy*.



COLOR ADJUSTMENT

Color adjustment adjusts the color quality of the image so that it comes close to the original. This function uses default parameters to adjust the image.

Click on the **Color Adjustment** button to enable the button for the **Hue**, **Saturation**, and **Lightness** feature. Note that the **Advanced Settings** button must be enabled in order to use this feature.



AUTO LEVEL

Click on the **Auto Level** button to adjust the highlight and shadow areas to reveal more detail in the image.



ADVANCED SETTINGS

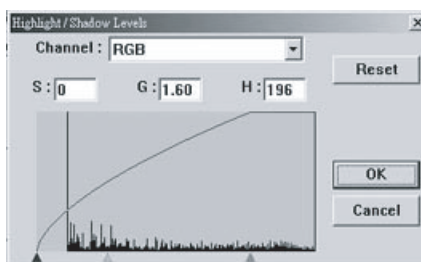
Click on the **Advanced Settings** button to view the advanced settings buttons for Highlight / Shadow, Curves, Color Balance, Hue / Saturation / Lightness, Color Drop-out, and Custom Settings (six buttons on the right side of the TWAIN dialog box).



Highlight / Shadow

This feature is available when 8-Bit Gray or 24-Bit Color is selected on the **Image Type** drop-down menu. Highlight refers to the lightest point in a scanned image; shadow refers to the darkest point.

Click on the **Highlight / Shadow** button to access the Highlight / Shadow Levels dialog box. You can type values in the text boxes or you can use the mouse to drag the pointer at the bottom of the window to specify the values you want.



The text boxes have the following meanings:

S (Shadow): the darkest point of an image

G (Gamma): the midtones of an image

H (Highlight): the lightest point of an image

Use the **Highlight** and **Shadow** settings together to extend the range of color and reveal more detail in a gray or color image.

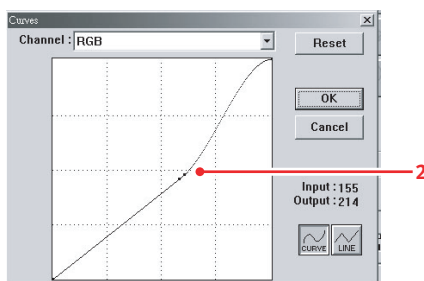
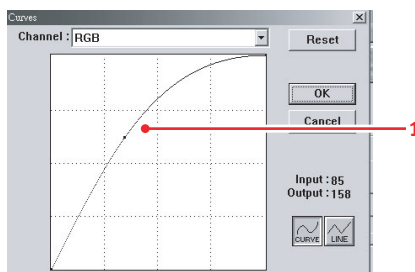
Curves

When you select the **Curves** button, a dialog box appears that allows you to adjust the midtones of the image without losing detail in the lightest and darkest areas.



Select the **Curve** or **Line** button, depending on whether you want a curved or an angled setting. Place the mouse cursor over the line, click the left mouse button, and drag the line to set the curve you want.

Adjusting the curve up (1) or down (2) turns the image brighter or darker respectively.

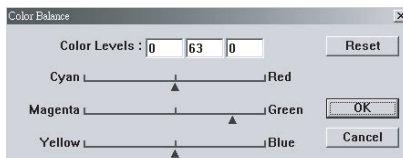


Color Balance

When you select the **Color Balance** button, a dialog box appears that allows you to adjust the color of the image so that it comes close to that of the original.



The default parameters are used to adjust the image. You can type values in the Color Levels text boxes or you can drag the sliding arrows under the colors.

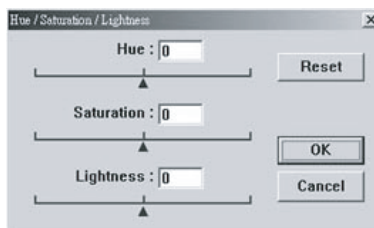


Hue /Saturation /Lightness

Click on this button to adjust the hue, saturation, and lightness of an image. This button is enabled when the **Color Adjustment** button is selected.



You can type values in the text boxes or you can drag the sliding arrow under the each item.



Hue—specify a value in the **Hue** box to adjust the hue up to 360°.

Note that the level of intensity of a color simultaneously changes when the hue adjustment is made.

Saturation—specify a value in the **Saturation** box to adjust the saturation level of the color. The level of saturation indicates whether the color is pale or rich.

Lightness—specify a value in the **Lightness** box to adjust the color strength.

NOTE

These options are available only when the Color Adjustment button is enabled.

Color drop-out

This feature is available when Black and White, Halftone, or 8-Bit Gray is selected on the **Image Type** drop-down menu. Click on the **Color Drop-out** button to access a dialog box that allows you to choose to remove the R (Red), G (Green), or B (Blue) color channel while scanning.



For example, if your image contains red text or a red background, choose **R channel** (red) to remove the red text or red background.



Increasing the brightness after removing one of the color channels will make the image clearer.

This function is particularly useful when you have to convert text using OCR software.

CUSTOM SETTINGS

Click on the Custom Settings button to access a dialog box where you can save your scan settings and configuration settings. There are two tabs: Scan Settings and Configuration Settings.



Scan settings

The Scan Settings tab allows you to save your scanning feature settings in a file, load an existing file, or delete an existing file.

Saving a scan settings file

Type a name for your settings in the **File Name** text box and click on the **Save** button. Your settings will be saved and the file name will appear in the list box.

Using a scan settings file

You can use an existing settings file. Right-click on the file name for the settings you want to use and click on the **Load** button. The settings in the file will automatically be specified in the scanning features dialog box.

Deleting a scan settings file

Right-click on a file name and press the **Delete** button on the computer keyboard to delete the file.

Configuration settings

The Configuration Settings tab allows you to customise some special settings.

Energy Saving Mode—check the **Enable** box to enable energy saving. You can specify a time delay in the **Minutes** box. Click on the **Apply** button to save the changes.

Hint Setting—check the **Show Hints** box if you want flags that show the name of the item to appear when you place the mouse cursor on an item in the dialog box. Click on the **Apply** button to save the changes.

MISCELLANEOUS

Width: Shows the current image width.

Length: Shows the current image height.

Size: Shows the current file size of the scanned image.

Lock image

Click on this button to fix the output width and height despite the selected scan size.



The scale value automatically changes when you apply this option and simultaneously resizes the selected area.

Information

Click on the Information button to access a window that gives you information about the scanner and driver.



Preview: Click on the **Preview** button to scan a document so you can review the scanned image. This allows you to specify an area to be scanned and any scanning feature settings to be used for future scans. When a scanning feature is changed and applied, the Preview image is updated for a real-time view of the change.

You can define the area to be scanned by dragging the cursor lines with the mouse.

Zoom view: Click on the **Zoom view** button to preview a selected area.

Scan: Click on the **Scan** button to scan the area with the specified parameters.

You can define the area to be scanned by dragging the cursor lines with the mouse.

Exit: Click on the **Exit** button to cancel the current job.

USING THE S900 WITH UNIMESSAGE PRO

When you start Unimessage Pro, the Welcome window is displayed.

A brief summary of the Unimessage Pro functions available from the Unimessage Pro Welcome window is as follows:

- ...❖ Use the Unimessage Pro message editor so that you can create a message and send it.
- ...❖ Access the list of folders within Unimessage Pro so that you can check on the progress of messages, examine the lists of received, transmitted and filed messages, and print these lists or individual messages.
- ...❖ Access the Unimessage Pro Scan Multiple dialog from where you can scan once or many times from the S900 scanner then compile the scanned images into a document before clicking the Save As button to store the compiled scanned image in a Windows Explorer folder of your choice.
- ...❖ Scan a document or image using the S900 scanner then automatically attach it to a new MAPI e-mail message, if you have a MAPI e-mail application (such as Outlook) installed.
- ...❖ Scan a document or image using the S900 scanner then automatically attach it to a new Unimessage Pro message that can then be sent to a fax number.
- ...❖ Scan documents or images from the S900 scanner into your PC.
- ...❖ Access the Unimessage Pro Find dialog where you can search your personal Unimessage Pro folders for filed items.
- ...❖ Access Unimessage Pro on-line help.

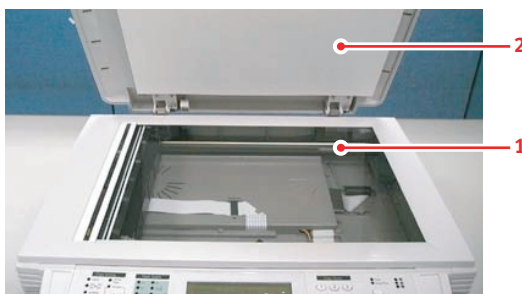
For full details on how to use Unimessage Pro with the S900 Scancooper, please refer to the Unimessage Pro User's Guide and on-line help files.

MAINTENANCE

CLEANING THE DOCUMENT GLASS

The Scancooper is designed to be maintenance-free. However, it still needs to be cleaned occasionally to ensure optimum image quality and performance.

1. Open the document cover.
2. Moisten a soft clean cloth with isopropyl alcohol (purity at least 95%).
3. Gently wipe the document glass (1) and the white sheet (2) beneath the document cover to remove any dust or toner particles.



4. Close the document cover.

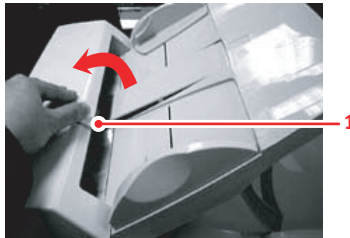
ADF

Disregard this and the following section if you do not have an ADF.

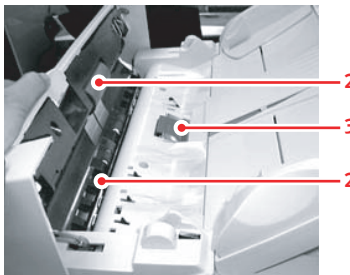
CLEANING THE ADF

From time to time, the pad assembly and feeding rollers of the ADF may become contaminated with ink, toner particles or paper dust. In this event, the ADF may not feed documents smoothly. If this occurs, follow the cleaning procedure below.

1. Moisten a cotton swab with a non-corrosive solvent such as isopropyl alcohol (purity at least 95%).
2. Lift the release button (1) on the ADF front cover and carefully open the ADF front cover.



3. Wipe the feeding rollers (2) by moving the swab from side to side. Rotate the rollers forward with your finger and repeat wiping until the rollers are clean. Be careful not to snag or damage the ADF pad (3) springs.

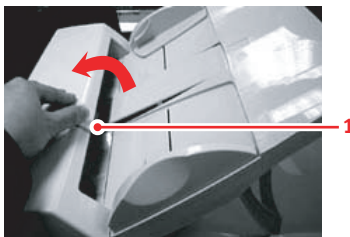


4. Wipe the ADF pad (3) from top to bottom, being careful not to hook the springs.
5. Close the ADF front cover.

REPLACING THE ADF SNAP-IN PAD MODULE

After approximately 20,000 pages have been fed through the ADF, the ADF pad may be worn out, and you may experience problems with document feeding. In this case, it is recommended that you replace the pad module with a new one. To order a new pad module, contact your Oki dealer.

1. Lift the release button (1) on the ADF front cover and carefully open the ADF front cover.



2. Press both arms of the ADF snap-in pad module (1) inward with two fingers and pull out the module.



3. Remove the new ADF pad module from its box.
4. Press both arms of the ADF snap-in pad module inward with two fingers.



5. Place the ADF snap-in pad module into the hole until it snaps into place.



TROUBLESHOOTING

Use the following information to assist with solving any problems that might arise when using your Scancofier.

LCD MESSAGES

LCD Message	Action required
Copy function disables	Download the printer profile. (See Appendix C entitled “Updating the printer profile.”)
Check printer cable or status	Check if the printer cable has been correctly connected. Check if the printer is turned on. Restart the Scancofier and your printer (i.e. switch OFF and then ON again). If the message still appears, contact your Oki dealer.

LCD INFORMATION CODES

Info code	Meaning	Action required
10001	SDRAM error	Restart the Scancofier (i.e. switch OFF and then ON).
10006	Home sensor error	If the code still appears, contact your Oki dealer.
10007	Lamp error	
10009	Paper jam (ADF)	Open the ADF cover, remove the paper and close the cover. If the code still appears, contact your Oki dealer.
10010	Cover open	Close the cover. If the code still appears, contact your Oki dealer.
10099	Lock error	Turn OFF the S900. Use the Lock/Unlock button to unlock the Scanning head of the S900. Restart the S900. If the code still appears, contact your Oki dealer.
20002	Connect printer error	Check the IEEE1394 cable and connections.
20003	Printer error	Check that the printer is functioning properly. If the code still appears, contact your Oki dealer.
20004	Printer off-line	Check the printer.
20011-20019	Copy job error	Reset the S900 and try again. If the code still appears, contact your Oki dealer.
20021-20029	1394 protocol error	Reset the S900 and printer and try again. If the code still appears, contact your Oki dealer.

Info code	Meaning	Action required
20031-20039	Printer profile error	Check the printer profile version and printer model name. Update the printer profile. (See Appendix C.)
20041-20049	Scanner error	Check the S900 or reset the S900 if required. If the code still appears, contact your Oki dealer.

CAUTION!

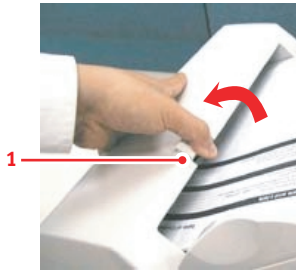
Always confirm that ON-LINE is displayed on the operator panel LCD of the printer before switching on the S900.

CLEARING A PAPER JAM

Disregard this section if you do not have an ADF.

In the event of a paper jam in the ADF, follow the procedure below to clear the jam.

1. Turn the Scancopier off by disconnecting the power cable.
2. Lift the release button (1) on the ADF front cover and carefully open the ADF front cover.



3. Slowly pull the paper out of the ADF unit.



4. Close the ADF front cover.
5. Turn on the Scancopier by reconnecting the power cable.

SPECIFICATIONS

System overview	
Image sensor	Color CCD
Light source	CCFL
Optical resolution	600x600 dpi
Color depth	48-bit (input), 24-bit (output)
LCD	240x64 dot graphic display
External connections	Service port Printer port (IEEE1394) USB 2.0 (for scanner connection)
Copy area	300x422mm (11.8x16.6inches)
CPU	64 bit MIPS
Memory size	Image: 64MB System: 128MB
Dimensions	Scancopier: 589x502x153mm (23.2x19.8x6inches) Scancopier and ADF: 589x502x318mm (23.2x19.8x12.5inches)
Weight	Scancopier: 9kg (19.8lb) Scancopier and ADF: 11.4kg (25lb)
ADF capacity	50 sheets
ADF document weight	60 – 105g/m ² (16 – 28lb)
ADF paper feed	Face up
Glass (flatbed) paper feed	Face down
Power supply	24V DC, 2A external power adapter
Power consumption	<36W Standby: 23W Power saving mode: 18W
Operating environment	10 – 35deg C (50 – 95 deg F) 20 – 80% RH
Copy resolution	600x600dpi
Connector interface	IEEE 1394
Features	Scaling: 25 – 400% in 1% increments/decrements Paper size auto detection (Flatbed: A4 landscape, A4 portrait, A3; ADF: A4 landscape, A4 portrait, B4, B5 landscape, B5 portrait, A3) Color density control Copy count: 1 – 99

OPTIONAL ACCESSORIES

The following optional accessories can be used with your Scancopier.

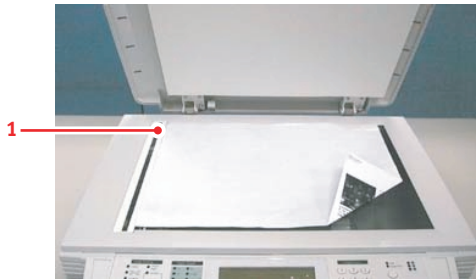
Optional accessory	Order code
C9000 Scancopier Automatic Document Feeder (ADF)	09002988
C9000 Scancopier Stand Kit (requires to be mounted on a C9000 Finisher cabinet)	09004003

APPENDIX A – QUICK REFERENCE GUIDE

1. Load the document(s) to be copied

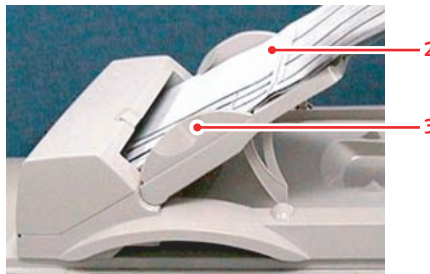
(a) Single-page document

Place the document face down on the glass, aligned to the top left corner (1) of the glass.



(b) Multi-page document

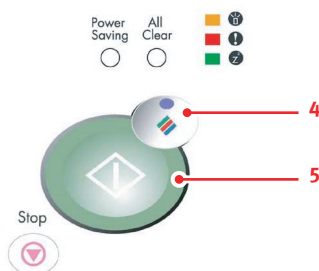
Place your document (2) face up in the ADF, top of the document entered first and adjust the paper guides (3) to centre the document.



2. Enter your copy count via the Copy Count panel.



3. Make your copies



- (a) Press the Color button (4) to toggle between color copying (illuminated) and black and white copying (not illuminated).
- (b) Color copies.
Press the Copy button (5) while the Color button (4) is illuminated.
- (c) Black and white copies.
Press the Copy button (5) while the Color button (4) is not illuminated.

APPENDIX B – SETTING UP A PIN ID AND PRINT CONTROL

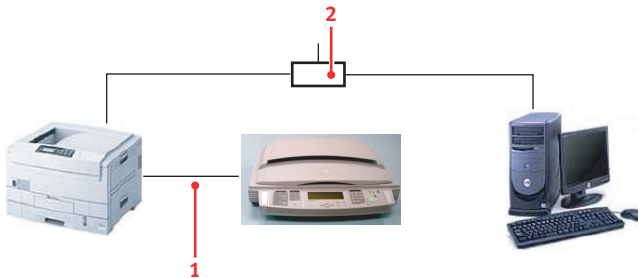
INTRODUCTION

A printing limitation can be applied to every user via the PIN ID and the Print Control Utility (option) of the C9300/C9500, and information about printing jobs, e.g. total print count, can be acquired as log data.

The following conditions can be set:

- ❖ Printing limitation can be applied to certain users.
- ❖ Color printing limitation can be applied to certain users.
- ❖ Printing limitation can be applied to every user.
- ❖ Printing limitation can be applied to every section/department
- ❖ Print logs can be acquired.

CONNECTION ARRANGEMENT



The S900 Scancopier is connected via an IEEE1394 cable (1) to the C9300/C9500 printer which is connected via the network hub (2) to the PC.

SETTING UP THE PRINT CONTROL UTILITY

Refer to the Print Control Utility user's guide for details of the steps outlined below.

1. Using administrator rights, install the Print Control Utility in the PC.
2. Start the Print Control Utility and add the S900 Scancopier as a printer that acquires Print log.
3. After adding the S900, set the User ID.

Add "100000" at the front of the 4-digit S900 PIN to create a 10-digit number, and register it.

Example: "1000001234" is the resulting number when the S900 PIN is "1234".

4. Choose registered User ID, and set up "a use limitation" and "limitation value".

SETTING THE PIN ID

On the S900:

1. Press the **Additional Settings** key.
2. Change the **PIN Setting** from Disable to Enable.
3. Press the **Save Settings** key.
4. The PIN ID input screen is displayed in the LCD.
5. Input a 4-digit ID with the **Copy Count** key panel.
6. Press the **Copy** button.

NOTE

Once PIN Setting has been enabled, this entry is not displayed in the menu until the All Clear button has been pressed and held for 5 seconds, returning all settings to the factory default values.

PRINT CONTROL USAGE

Examples of using the S900 ScanCopier and Print Control are listed in the table below.

Examples	Administrator PC setting	S900 Scancopier operation
To permit only certain users to print, by restricting users whose ID is unregistered from printing.	Select User Name "Unregistered ID" from Account ID Properties, and check "Print not permitted" in setting Use Restrictions.	When an unregistered ID is entered, the S900 scans data but the C9300/C9500 will ignore the data sent and not print.
To permit only certain users to print color, by restricting users whose ID is unregistered from color printing.	Select User Name "Unregistered ID" from Account ID Properties, and check the "Inhibit color print" in setting Use Restrictions.	When an unregistered ID is entered, the S900 will scan data but the C9300/C9500 will ignore data if it is color data and not print.
To attach use restrictions or collect print logs by users.	Set Account ID for each user (ID) to avoid duplicates and set Use Restrictions.	When a user ID is entered, COPY runs according to the setting in Use restrictions. Printing will not be permitted if the set limit is exceeded.
To attach usage restrictions or collect logs by departments.	Set Account ID for each department. You can collect logs for the department by Account ID.	When User ID is entered for each department, Copy will run according to the setting in Use restrictions. Printing will not be permitted if the set limit is exceeded.
To only collect logs.	Logs are collected according to the log collection schedule. Browse for collected logs.	

The types of log information you can obtain are listed in the following table. (The logs that can be collected vary depending on printer models and options.)

Item	Description	See note
Printer	Printer name applicable to the log on display and its connection destination	
Date	Date of log on display	
Log No.	Log number	
User ID	The number entered when setting PIN ID for S900 (User ID 100000xxxx: First six digits from the left are fixed.)	
User	"S900" fixed	
Document Name	"Scanner Job" fixed	
Total printed Sheets	The number of sheets printed	
Printed Pages	The number of pages printed. Two pages per sheet in case of Duplex print.	
Status	Result of print jobs (Printing completed, Job cancelled, Printing denied, Color printing denied, Log Buffer full, Unknown)	
Paper Size	Size of paper printed	
Paper Type	Type of paper printed	1, 2
Paper Weight	Weight of paper printed	1, 2
Duplex	Double-sided or Single-sided printing	1
Printed Sheets	The number of printed sheets in each line when one print job is displayed in more than one column. (e.g. Duplex, Color 1 sheet, Mono 1 sheet make Printed Sheets take the value 2)	1
Color	The number of pages printed in color	1
Monochrome	The number of pages printed in monochrome	1
Stapler	The number of times the Stapler was used	
Collection Time	Time log was collected.	2
Start time	Time printer accepted print jobs	2, 3
Process start time	Time printer started process	2, 3
Process end time	Time printer ended process	2, 3
Print start time	Time printer started printing	2, 3
End time	Time printer ended printing	2, 3
Processing - Offline time	Offline time (secs) during processing (if any)	2

Item	Description	See note
Printing - Offline time	Offline time (secs) during printing (if any)	2
Tray1	Number of sheets fed from Tray1	2
Tray2	Number of sheets fed from Tray2	2
Tray3	Number of sheets fed from Tray3	2
Tray4	Number of sheets fed from Tray4	2
Tray5	Number of sheets fed from Tray5	2
Multi Purpose Tray	Number of sheets fed from Multi Purpose Tray/Manual Tray	2
Multi Purpose Feeder	Number of sheets fed from Optional Multi-pass Feeder	2
300dpi	Number of pages printed at 300dpi	2
600dpi	Number of pages printed at 600dpi	2
600x1200dpi	Number of pages printed at 600x1200dpi	2
1200dpi	Number of pages printed at 1200dpi	2

Notes:

1. When displayed in more than one line, the second line and thereafter will be displayed blank for other than this item.
2. Default setting is not displayed for this item.
3. Left blank if time is not notified to printer.

PRINT CONTROL EXAMPLE

The following table provides an example of four users, A, B, C, and D, using the S900 Scancopier with Print Control.

Name	User ID	Setting usage restrictions	S900 operation
A	1000002001	Inhibiting color print From Account ID Properties, select User Name A and check the Inhibit color print box on the Use Restrictions tab.	2001 is entered as PIN ID. Mono Copying is permitted. For Color Copying, the S900 will scan but the C9300/C9500 will ignore the data and not print.
B	1000002002	Print not permitted From Account ID Properties, select User Name B and check the Print not permitted box.	2002 is entered as PIN ID. For Copying, the S900 will scan but the C9300/9500 will ignore the data and not print.
C	1000002003	All permitted No settings needed.	2003 is entered as PIN ID. Copying is permitted with no restrictions.
D	1000002004	Can use up to £1000¹ From Account ID Properties, select User Name D, check the Charge box in Limits and enter 1000 in Charge.	2004 is entered as PIN ID. Copying is permitted up to a maximum value of £1000 based on the charge per page set in the definition of charges. Once £1000 is reached, the S900 will scan but the C9300/C9500 will ignore the data and not print.

1. If you select "Define charges" when adding a printer, you can define charge per page under "Printed page", "Finisher (staple)", "Printer time usage", "Size", "Tray" and "Paper type" screens.

APPENDIX C – UPDATING THE PRINTER PROFILE

The installed printer profile in the Scancopier should match the printer model (C9300 or C9500) for optimum results. It is possible to update the profile using the Update Tool via the cross cable supplied through the service port at the rear of the Scancopier. For further information, please refer to the CD (which contains the software and explanatory documentation) supplied with your Scancopier.

APPENDIX D – SETTING UP

Although your Scancofier (and optional ADF) will have been fully installed by an Installation Engineer, you may require to resite the Scancofier or fit an ADF at a later date or change your user default settings. In such events, you should read the relevant sections of the following information.

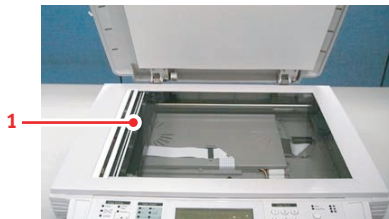
RESITING THE SCANCOPIER

CAUTION!

Before moving the Scancofier you must remove the power from it, lock the scanning head and disconnect any cables that may be attached to it.

LOCKING THE SCANNING HEAD

1. Turn the power off the Scancofier.



2. If the scanning head is not located at its home position (1), turn the Scancofier on to return the scanning head to position (1).
3. After the scanning head is returned to the home position, turn the Scancofier off.

4. Move the lock switch up to the locked position (1).



PRECAUTIONS

Disconnect all cables (except the ADF cable) before moving the Scancopier.

Keep the machine out of direct sunlight. Direct exposure to the sun or excessive heat may cause damage.

Do not install the Scancopier near heating or air conditioning units.

Do not install the Scancopier in a humid or dusty place.

Be sure to use the proper AC power source.

Be sure to use the proper AC adapter (see Specifications). Using other AC adapters may damage the Scancopier and void the warranty.

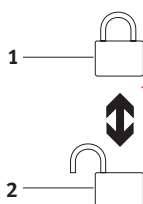
Place the unit securely on an even, flat surface or on the optional stand. Tilted or uneven surfaces may cause mechanical or paper-feeding problems.

CAUTION!

Do not connect AC power to the S900 until you have unlocked the scanning head, otherwise damage to the Scancopier may result.

UNLOCKING THE SCANNING HEAD

To protect the scanning head from damage during shipment or resiting, the Scancopier is designed with a lock switch on the side of the main unit. Therefore, **BEFORE USING, THE MACHINE MUST BE UNLOCKED** by moving the lock switch to the Use position.



1. Shipping (locked) position

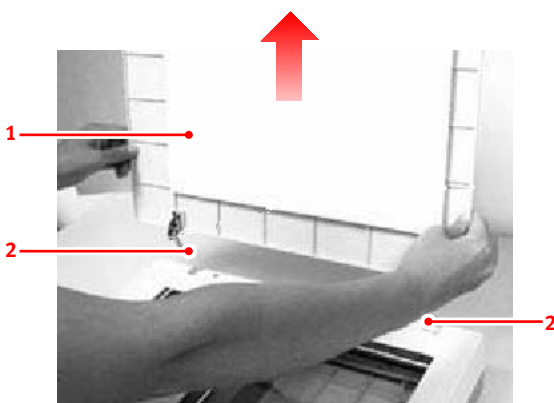
2. Use (unlocked) position

INSTALLING THE ADF

CAUTION!

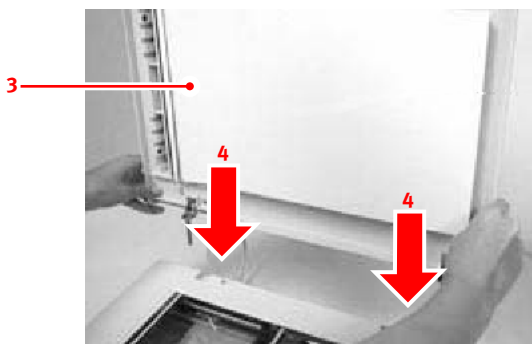
In some countries the ADF is an optional accessory. As such, it can be installed at a later time. If the Scancopier has been used previously, be sure to switch everything off and disconnect AC power from the Scancopier before installing the ADF.

1. Remove the standard Scancopier document cover (1) by opening the cover and lifting the studs (2) from the hinge holes at the rear of the S900.

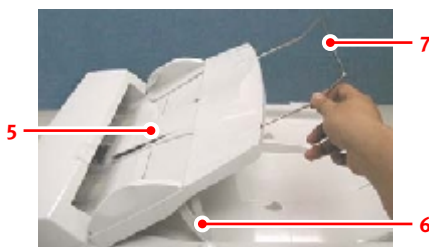


Store the document cover on a flat surface in a safe place.

2. Hold the ADF document cover (3) and insert its studs (4) into the hinge holes at the rear of the S900.



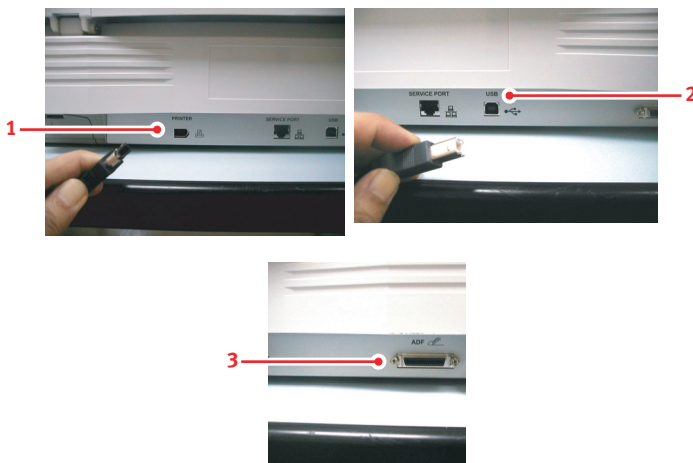
3. Close the ADF cover and raise the ADF Tray (5) to an angle of about 45 degrees.



4. Pull down the legs (6) under the ADF Tray and locate them in their support positions.
5. Pull the ADF Tray extension (7) out until it is fully extended.

CONNECTING THE CABLES

Connect the cables as shown.



1. IEEE1394 cable – to the IEEE1394 data port on the printer.
2. USB cable – to the PC's USB port. Only required for scanning images into the PC. Does not support printing from the PC via USB.
3. ADF cable – attached to the ADF if you have one.

CAUTION!

Do not connect AC power to the S900 until you have unlocked the scanning head, otherwise damage to the Scancooper may result.

CONNECTING THE POWER AND SWITCHING ON

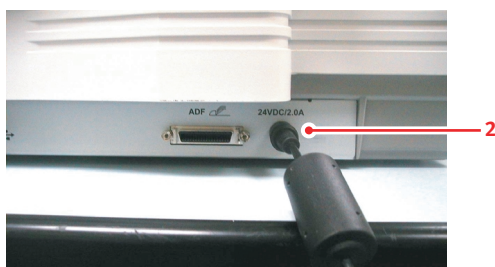
CAUTION!

- › **Do not connect the S900 to the printer until the printer is turned ON and displaying ON-LINE in its operator panel.**
- › **You can leave the S900 switched ON at all times as it has an inbuilt power saving function.**

1. Press the Scancopier power switch (1) to the “0” position to ensure the Scancopier is turned off.



2. Connect the end of the power cable from the Adapter to the Scancopier power port (2).



3. Connect the Adapter to an appropriate power outlet with the power cable supplied and switch on the power.
4. Press the Scancopier power switch to the “I” position to turn on your Scancopier.

As part of the warm-up message, the Scancooper LCD display shows the installed Firmware version number and the Color Table version number.

NOTE

The default installed Color Table is for the C9500 printer. To set up your Scancooper for use with a C9300 printer, use the Additional Settings button as described in the following section.

At the end of the warm-up message, the LCD display shows the system default values in readiness for copying.

SETTING UP ADDITIONAL SETTINGS

Since the factory default settings for the S900 may not match your particular application, you can set up your own defaults by using the Additional Settings button in conjunction with the adjacent Arrow Keys. Having made your own settings, use the Save Settings button to save them as the new user default settings. To return to the original factory default settings, hold down the All Clear button for 5 seconds.

When you press the Additional Settings button, the following menu and factory default settings appear in the LCD display:

- 0. PIN Setting: Enable
- 1. Printer Profile: OKI C9500
- 2. Media Type: Plain Paper
- 3. Duplex: OFF
- 4. Staple: OFF
- 5. Hole Punch: OFF
- 6. Output Tray: Top Output (Face down)
- 7. Multi-Purpose Tray: ON
- 8. Collate: ON
- 9. Paper Tray: Tray1
- 10. Power Saving Mode: 30Min.

11. Paper Supply: Std Paper

NOTE

The menu shown is that displayed when all printer options are installed. Printer options that are not installed do not appear on the menu. If there is a change in the condition of an option, the settings will be returned to the factory default values.

The options available under each menu item (selectable by using the adjacent Arrow Keys) are as follows:

PIN Setting

...❖ Enable

...❖ Disable

Refer to Appendix B, if required, for detailed information about PIN setting.

Printer Profile (See also Appendix C)

...❖ OKI C9300

...❖ OKI C9500

Media Type

...❖ Plain Paper

...❖ Ultra Heavy

...❖ Transparency

If Ultra Heavy or Transparency is set, Duplex, Staple, Hole Punch, Output Tray, Multi-Purpose Tray settings are changed to the following:

Duplex: OFF

Staple: OFF

Hole Punch: OFF

Output Tray: Rear Output (Face up). (If the Finisher option is installed, however, paper will be output to the Finisher (Face up)).

Multi-Purpose Tray: ON

Duplex (only displayed when a Duplex unit is installed)

- ❖ OFF
- ❖ Top Edge: With Top Edge set, printing is such that pages are bound on the top-edge, and the back of each page is printed in the opposite direction to the front.
- ❖ Left Edge: With Left Edge set, printing is such that pages are bound on the left-edge, and the back of each page is printed in the same direction as the front.

Staple (only displayed when a Finisher is installed)

- ❖ ON
- ❖ OFF

If one of the following paper sizes is selected, the Staple setting will be ignored: A3, B5 (SEF), B5 (LEF), B4, Legal, Ledger.

Even if A4 or Letter is selected for Paper Size, if Short Edge First is set on the C9300/C9500 side, the Staple setting will be ignored.

Hole Punch (only displayed when a Finisher is installed)

- ❖ OFF
- ❖ Top Edge
- ❖ Left Edge

Output Tray

- ❖ Top Output (Face down)
- ❖ Rear Output (Face up)
- ❖ Finisher (Face up)
- ❖ Finisher (Face down)

Selection	Function			Notes
	Stapler	Hole Punch	Job Offset	
Top Output (Face down)	Disabled	Disabled	Enabled	Standard Face down Tray
Rear Output (Face up)	Disabled	Disabled	Disabled	Standard Face Up Tray
Finisher (Face up)	Disabled	Enabled	Disabled	Finisher Upper Tray (using the finisher option)
Finisher (Face down)	Enabled	Enabled	Enabled	Finisher Lower Tray (using the finisher option)

Multi-Purpose Tray

- ❖ ON: Feeds paper from the Multi-Purpose Tray
- ❖ OFF: Automatically selects from Tray 1 ~ Tray 5 the tray containing paper that matches the size of printer image, and feeds the paper.

Collate

- ❖ ON: Collate function is enabled
- ❖ OFF: Collate function is disabled

Paper Tray

- Tray1
- Tray2
- Tray3
- Tray4
- Tray5
- MPT
- Auto

Power Saving Mode

- 30Min.
- 2 Hour
- 4 Hour
- OFF

Paper Supply

- Std Paper

Detectable Paper Size	
Flatbed	A3, A4 (LEF), A4 (SEF)
ADF	A4 (SEF), A4 (LEF), B5 (LEF), B5 (SEF)

- Alt Paper

Detectable Paper Size	
Flatbed	A3, A4 (LEF), A4 (SEF)
ADF	A3, A4 (SEF), B4, B5 (SEF)

INSTALLING UTILITIES FROM THE CD-ROM

The utilities you need to install depend on how you plan to use your Scancofier:

- ❖ For copying and/or scanning, install both the Update Tool (Printer Profile Utility) (so that, if required, you can update the color profiles or firmware) and the TWAIN Utility.

Details of how to use the Printer Profile Utility are given in Appendix C.

The copying function is described in the chapter entitled “Using the S900 as a copier”.

The scanning function is described in the chapter entitled “Using the S900 as a scanner”.

To operate the S900 at optimum speed, the following minimum requirements are recommended:

IBM compatible PC (Pentium or later);

Microsoft Windows 98/Me, Windows 2000/XP;

One USB port available;

100 Megabytes of available hard disk space for installation;

128 Megabytes of RAM (256 Megabytes or higher recommended);

VGA monitor;

A Microsoft Windows-compatible pointing device (e.g., a mouse);

A CD-ROM drive.

Follow the steps below, omitting step 5(b).

- ❖ For copying, scanning and messaging (scanning to e-mail or fax among other functions), install the Update Tool (Printer Profile Utility), TWAIN Utility and Unimessage Pro Utility.

The Unimessage Pro functions are described in the chapter entitled “Using S900 with Unimessage Pro”.

For minimum system requirements, refer to the Unimessage Pro User's Guide.

Follow the steps below, omitting step 5(a).

1. Start Microsoft Windows.
2. Insert the Utilities and Documentation CD-ROM into your CD-ROM drive.
3. The CD-ROM will autolaunch on most systems. However, if your system does not support autolaunching CD-ROMs, press the Start button, choose RUN, type d:\setup.exe (d: the CD-ROM drive in use), and then click OK.
4. Double-click on your language.
5. Carry out either (a) or (b).

(a) For copying and/or scanning

Double-click on **Install Update Tool** and follow the on-screen instructions.

(You can uninstall the Printer Profile Utility by selecting Start>Programs>S900 Scancopier Printer Profile Utility and clicking the **Uninstall Utility** icon in the group.)

Double-click on **Install TWAIN** and follow the on-screen instructions to complete the driver installation. (You may need to follow the instructions shown on the Add New Hardware Wizard to let Windows identify your new USB device before or after the driver installation.)

(You can uninstall the S900 driver by selecting Start > Programs > S900 and clicking the **Uninstall Driver** icon from S900 group.)

(b) For copying and/or scanning and messaging

Double-click on **Install Update Tool** and follow the on-screen instructions.

Double-click on **Install Unimessage Pro + TWAIN** and follow the on-screen instructions, referring to the Unimessage Pro User's Guide for detailed instructions.

6. When you have completed installation, click on the icon in the lower right of the screen to close the installation session.

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S900 SCANCOPIER

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